

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540 ~ Fax: (520) 383-4676

Website: www.tonation-nsn.gov



Job Summary - September 19, 2016

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Closing Date</u>	<u>FY16/ FY17 Salary</u>
Executive					
4740	Advocate	Advocate Attorney, Senior (Part-Time)		Open Until Filled	\$ 38,698.40
4787	Advocate	Advocate Attorney (Part-Time)		Open Until Filled	\$ 35,058.40
5001	Gaming Office - Site: Tucson	Gaming License Investigator	NEW, CR	Open Until Filled	\$ 22.08
4535	Gaming Office - Site: Tucson	Financial Analyst		Open Until Filled	\$ 79,332.00
4844	Gaming Office - Site: Tucson	Internal Auditor		Open Until Filled	\$ 68,408.00
4958	Gaming Office - Site: Tucson	Gaming Inspection Project Assistant	CR	Open Until Filled	\$ 21.61
4803	Hewel Ni'ok - Site: San Xavier	On-Air Announcer/Board Operator		9/23/2016	\$ 13.52
General Support Services					
4812	Accounting	Accounting Clerk	CL	9/23/2016	\$ 15.68
5011	Accounting	Accounting Manager	NEW	10/3/2016	\$ 64,895.00
5012	Accounting	Budget Manager	NEW	10/3/2016	\$ 71,632.00
4720	Human Resources	Administrative Assistant	CR	Open Until Filled	\$ 14.92
4957	Department of Information & Technology	Help Desk Specialist		Open Until Filled	\$ 13.52
Health and Human Services					
4939	Health Transportation - Site: San Simon	Program Coordinator		Open Until Filled	\$ 41,747.00
4955	Management of Health	Administrative Assistant	CR	Open Until Filled	\$ 14.92
4833	Management of Health	Office Specialist	NEW,CL, CR	10/3/2016	\$ 12.87
4949	Senior Services	Cook Aide (Part Time)		Open Until Filled	\$ 9.11
Department of Education					
4863	Recreation - Site: San Xavier	Recreation Specialist		Open Until Filled	\$ 12.87
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		Open Until Filled	\$ 14.92
4666	Early Childhood - Site: Vaya Chin	Cook		Open Until Filled	\$ 11.66
4669	Early Childhood - Site: Pisinemo	Teacher Aide (1680 hours)	Re-Advertised	Open Until Filled	\$ 11.66
4869	Early Childhood - Site: Sells	Teacher Aide (1680 hours)	NEW	Open Until Filled	\$ 11.66
Department of Natural Resources					
4770	Well Maintenance	Well Maintenance Technician		Open Until Filled	\$ 15.68
4857	Well Maintenance	Well Maintenance Supervisor		Open Until Filled	\$ 53,440.00
Department of Planning and Economic Development					
4930	Administration	Project Specialist		Open Until Filled	\$ 22.15
4951	Real Property Management	Custodial/Grounds Worker		Open Until Filled	\$ 11.10
Department of Membership Services					
4811	Enrollment	Office Specialist	CL, CR	Open Until Filled	\$ 12.87
Department of Public Safety					
4870	Law Enforcement	Financial Crimes Investigator (3-Vacancies)		Open Until Filled	\$ 28.36

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DESERT DIAMOND WEST VALLEY RESORT **LOCATION: GLENDALE, ARIZONA**

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona Police Officers or from candidates who possess an active Arizona POST certification.

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Executive					
5003	Gaming Office - Site: West Valley	Gaming Compliance Auditor	NEW, CR	Open Until Filled	\$ 66,518.00
Department of Public Safety					
4617	Law Enforcement - Site: West Valley	Financial Crimes Investigator		Open Until Filled	\$ 28.36
4610	Law Enforcement - Site: West Valley	Police Officer (6 Vacancies)	Lateral	Open Until Filled	\$ 24.45

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H. h.) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position(s).

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**

If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

Clerical test results must be submitted with your application packet, to be considered "complete".

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following on or before the closing date: 1) a signed and completed Tohono O'odham Nation employment application, 2) a signed and completed Authorization to Release Information document, 3) a signed and completed Background/MVR Investigations document, 4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) or a copy of Tribal Enrollment Card, 5) resume, 6) high school diploma, transcript of college courses, 7) three current letters of reference, 8) copy of Valid Arizona driver's license, 9) clerical results, if required, to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to 1) enrolled members of the Tohono O'odham Nation, 2) enrolled members of other Nations, 3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Counselor II/Therapist - Site: Sells

Recovery Coach - Site: Sells

Houseparent Couple (Tucson)

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

Pima County Recorders' Office

7010 - Clerk Senior Unclassified

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at:

<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883>

or contact Kim Challenger at (520) 724-4357.

Community Development Financial Institution of the Tohono O'odham Nation

Job Title: Finance/Compliance Manager

Closing Date: Open Until Filled, Pay: DOE

Contact: CDFI at P. O. Box 3130, Sells, AZ 85634 (520) 383-0790

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

Sells District

Job Title: District Treasurer

Closing Date: Open Until Filled

Contact: (520) 383-2281

Candidates must submit a letter of interest along with an updated Resume to the Sells District Council. The letter and Resume must be delivered to the Sells District Office located at AZ Highway 86, Milepost 112 in Sells, AZ 85634. For more information call Sells District.

Tohono O'odham Ki:Ki Association

Job Title: VASH Case Manager

Closing Date: Open Until Filled

Pay: DOE

Please contact Tohono O'odham Ki:Ki Association at (520) 383-2202

NEW - Gu Achi Trading Post

Job Title: Gu Achi Trading Post Manager

Closing Date: Open Until Filled

Pay: \$20/hour, NO BENEFITS

For more information call Gu Achi Trading Post at (520) 361-2613

Arizona American Indian Oral Health Initiative

Job Title: Project Coordinator

Pay: DOE

Email Resume with Cover Letter to: Kim Russell, Executive Director for Advisory Council on Indian Health Care

Email: kim.Russell@azahcccs.gov



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

5011

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: ACCOUNTING MANAGER

SALARY: \$64,895.00 PER ANNUM PLUS BENEFITS

OPENING DATE: September 19, 2016

CLOSING DATE: October 3, 2016

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: GSS/Accounting

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides technical expertise and direction to the management of all accounting and financial data for the Accounting Department. Ensures compliance with Generally Accepted Accounting Principles and practices as well as policies of the Tohono O'odham Nation.

SCOPE OF WORK: To provide Accounting/Financial Services for the Nation: Accounts Receivable, Payroll, General Ledger, Budget, Property & Supply, Purchasing, Records Management, Audit Resolution, Fund Accounting and Accounting Services for the Nation's Programs, Districts and Government Branches.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance, or closely related field, and four years work experience in preparing, analyzing, and modifying budgets for departments or programs, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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5012

JOB ANNOUNCEMENT

JOB TITLE: BUDGET MANAGER

SALARY: \$71,632.00 PER ANNUM PLUS BENEFITS

OPENING DATE: September 19, 2016

CLOSING DATE: October 3, 2016

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: GSS/Accounting

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides direction to the management of budget and related financial reporting requirements by facilitating budget development; performs periodic budget analysis for the Nation's departments and programs; evaluates annual budget requests; compiles and consolidates budgets based on statistical studies and analysis of past and current budgets. Establishes standards of work performance and methods of operation for the department.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance, or closely related field, and four years work experience in preparing, analyzing, and modifying budgets for departments or programs, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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5003

JOB ANNOUNCEMENT

JOB TITLE: GAMING COMPLIANCE AUDITOR
SALARY: \$65,518.00 PER ANNUM, PLUS BENEFITS

OPENING DATE: September 19, 2016

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: EXECUTIVE/GAMING

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under general supervision, performs audits and inquires to ensure that appropriate safeguards for protecting the Nation's assets and assuring the integrity of gaming are in place and being followed in accordance with Minimum Internal Control Standards (MICS) of the Nation's gaming ordinance and regulations, the Tribal-State Compact, the Indian Gaming Regulatory Act (IGRA), and the National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Accounting or closely related fields and two years work experience in auditing or gaming investigations; or an equivalent combination of training, education and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must demonstrate 70% proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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5001
5002

JOB ANNOUNCEMENT

JOB TITLE: GAMING LICENSE INVESTIGATOR
SALARY: \$22.08 PER HOUR, PLUS BENEFITS

OPENING DATE: September 19, 2016

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: EXECUTIVE/GAMING

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under general supervision, conducts comprehensive background investigations on all potential and current employees, principal owners, current vendors and contractors working for the Nation's gaming enterprises. Ensures compliance with Tribal-State Compact and Appendices Gaming Ordinance, Regulations, and Minimum Internal Control Standards (MICS) of the Tohono O'odham Nation, the Indian Gaming Regulatory Act (IGRA) and the National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration, Criminal Justice or closely related field and four years work experience in gaming or investigations; or equivalent combination of training, education and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must demonstrate 70% proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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4833

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JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$11.10 - \$12.87* PER HOUR, PLUS BENEFITS

OPENING DATE: September 19, 2016

CLOSING DATE: October 3, 2016

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Management of Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: To provide secretarial assistance to the Program Manager, office manager, and administrative assistants while exercising superior customer service for internal and external customers.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
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4669

JOB ANNOUNCEMENT

JOB TITLE: TEACHER AIDE

SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: September 19, 2016

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time
(This position is budgeted for 1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Education/Early Childhood

JOB LOCATION: Pisinemo, AZ

POSITION SUMMARY: Under general supervision, assists teachers in providing early childhood classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and six months work experience in a classroom teaching environment.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's card must be obtained within six (6) months of hire.
- Must satisfy health requirements as defined by the federal program standards and be willing to enroll in Child Development Associate (CDA) courses to seek CDA credential.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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